

**ATTACHMENT 10
TO
F04701-01-R-0500**

CONTRACT SECURITY CLASSIFICATION SPECIFICATION

**CMIS Sensor Payload and Algorithm Development
Detailed Design & Fabrication (Phase II)**

**NATIONAL POLAR-ORBITING OPERATIONAL ENVIRONMENTAL
SATELLITE SYSTEM (NPOESS)**

**Integrated Program Office
E/IP – Centre Building
8455 Colesville Road, Suite 1450
Silver Spring, MD 20910**

2 March 2001

**This attachment, including the
cover page, consists of 9 pages**

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort)</i>				1. CLEARANCE AND SAFEGUARDING a. FACILITY CLEARANCE REQUIRED SECRET b. LEVEL OF SAFEGUARDING REQUIRED SECRET																																																																																					
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>				3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i>																																																																																					
a. PRIME CONTRACT NUMBER		<input checked="" type="checkbox"/>		a. ORIGINAL <i>(Complete date in all cases)</i>																																																																																					
b. SUBCONTRACT NUMBER		<input type="checkbox"/>		b. REVISED <i>(Supersedes all previous specs)</i>																																																																																					
<input checked="" type="checkbox"/>		c. SOLICITATION OR OTHER NUMBER F04701-01-R-0500		DUE Date (YYMMDD) 1 04 02																																																																																					
<input type="checkbox"/>		c. FINAL <i>(Complete Item 5 in all cases)</i>		Date (YYMMDD) 3 02 01																																																																																					
4. IS THIS A FOLLOW-ON CONTRACT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under 97-C-0032 and 97-C-0033 <i>(Preceding Contract Number)</i> is transferred to this follow-on contract																																																																																									
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's requested dated _____, retention of the identified classified material is authorized for the period of _____																																																																																									
6. CONTRACTOR <i>(Include Commercial and Government Entity (CAGE) Code)</i>																																																																																									
a. NAME, ADDRESS, AND ZIP CODE *To be filled in by offeror		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> *To be filled in by offeror																																																																																					
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9. GENERAL IDENTIFICATION OF THIS PROCUREMENT																																																																																									
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 35%;">10. THIS CONTRACT WILL REQUIRE ACCESS TO:</td> <td style="width: 5%;">YES</td> <td style="width: 5%;">NO</td> <td style="width: 35%;">11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:</td> <td style="width: 5%;">YES</td> <td style="width: 5%;">NO</td> </tr> <tr> <td>a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>b. RESTRICTED DATA</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>b. RECEIVE CLASSIFIED DOCUMENTS ONLY</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>c. 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12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate Government authority. Proposed public releases shall be submitted for approval prior to release

☐ Direct ☒ Through (Specify):

NPOESS Integrated Program Office
E/IP - Centre Building
8455 Colesville Rd., Suite 1450
Silver Spring, MD 20910

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) for review.
In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance need for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guidelines/extracts reference herein. Add additional pages as needed to provide complete guidance.)

- a) The Security Classification Guide for the NPOESS program, dated 30 Oct 96, shall be used for specific classification guidance until replaced by the NPOESS System Protection Guide.
- b) Annual review of this DD 254 is required. Next review is 12 months from contract award date.
- c) The NPOESS System Program Director, or designee, shall be responsible for providing any interpretation of this guidance.
- d) For Official Use Only (FOUO) marking is assigned to information at the time of its creation in a DoD user agency. It is not authorized as a substitute for a security classification marking but is used on official government information that may be withheld from the public under exemptions 2 through 9 of the Freedom of Information Act.
- e) Protection for classified and sensitive unclassified Automated Data Processing (ADP) will be handled as per the Program Protection paragraph of the Integrated Master Plan and the Integrated Master Schedule. EMSEC: The contractor shall not expend any resources until directed by the Contracting Officer, nor will classified information be processed or transmitted until IPO approval is granted for the equipment/system involved. The contractor shall apply EMSEC control measures to equipment processing or transmitting classified information only as specifically directed by the Contracting Officer. The contractor shall prepare a SPP for all AIS and other equipment used to process or transmit classified information and submit the SPP to the IPO. The SPP shall contain all information necessary for the Government to perform necessary evaluation and certification.
- f) Security requirements of the National Industrial Program (NISPOM) and Executive Order 12958 will be applied to this contract.

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

☒ Yes ☐ No

Foreign disclosure will be governed by the appropriate regulations and negotiated Delegation of Disclosure Authority Letters (DDL). Per the provision of NISPOM, the contractor will immediately report any cost savings or cost impact to the cognizant security office. This information will be provided to the Government as a best business practice.

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

☐ Yes ☒ No

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL
ROBERT GRAHAM, CPCM

b. TITLE
Contracting Officer

c. TELEPHONE (Include Area Code)
310-336-4539

d. ADDRESS (Include Zip Code)

SMC/CIKC
2420 Vela Way, Suite 1467-A8
El Segundo, CA 90245-4659

e. SIGNATURE



17. REQUIRED DISTRIBUTION

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | a. CONTRACTOR |
| <input type="checkbox"/> | b. SUBCONTRACTOR |
| <input checked="" type="checkbox"/> | c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR |
| <input checked="" type="checkbox"/> | d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION |
| <input checked="" type="checkbox"/> | e. ADMINISTRATION CONTRACTING OFFICER |
| <input checked="" type="checkbox"/> | f. OTHERS AS NECESSARY |

RESTRICTED DATA AND FORMERLY RESTRICTED DATA

Reference Block: 10b and 10d

Access and handling of **Restricted Data (RD)** and **Formerly Restricted Data (FRD)** must comply with the **NISPOM**.

FOR OFFICIAL USE ONLY (FOUO) HANDLING INSTRUCTIONS

Reference Block: 10j

For OFFICIAL USE ONLY (FOUO) Explained:

FOUO information is not classified according to Executive Order, but is exempt from disclosure to the public under exemptions 2 through 9 of the **FOIA**. Do not consider or mark any other records **FOUO**. **FOUO** is not authorized as a form of classification to protect national security interests.

Prior FOUO Application:

A **FOUO** marking is not a conclusive basis for withholding a record under the **FOIA**. When such a record is requested, evaluate the information in it to determine if **FOIA** exemptions apply and whether a discretionary release is appropriate.

Time to Mark Records:

Marking records when they are created gives notice of **FOUO** content but does not eliminate the need to review a record requested under the **FOIA**. Examine records with and without markings before release to identify information that needs continued protection and qualifies as exempt from public release.

Distribution Statement:

Information in a technical document that requires a distribution statement according to AFI 61-204 must show that statement. The originator may also apply the **FOUO** marking, as appropriate.

How to Apply FOUO Markings:

Mark an unclassified document containing **FOUO** information "**FOR OFFICIAL USE ONLY**" at the bottom, on the outside of the front cover (if any), on each page containing **FOUO** information, on the back page, and on the outside of the back cover (if any).

In unclassified documents, note that the originator may also mark individual paragraphs that contain **FOUO** information to alert the users and assist in the review process.

Mark an individual paragraph in a classified document that contains **FOUO** information, but no classified information, by placing "**(FOUO)**" at the beginning of the paragraph.

Mark an individual page in a classified document that has both **FOUO** and classified information at the top and bottom with the highest security classification of information on that page.

Mark an individual page in a classified document that has **FOUO** information, but no classified information, "**FOR OFFICIAL USE ONLY**" at the bottom of the page.

If a classified document also contains **FOUO** information, or, if the classified material becomes **FOUO** when declassified, place the following statement on the bottom of the cover or the first page, under the classification marking. If declassified, review the document to make sure material is not **FOUO** and not exempt under **FOIA** before public

Mark other records, such as computer printouts, photographs, films, tape, or slides, "**FOR OFFICIAL USE ONLY**" or "**FOUO**" in a way that ensures the recipient or viewer knows the record contains **FOUO** Information.

For **FOUO** material sent outside the DoD to authorized recipients, place an expanded marking to explain its meaning. Do this by typing or stamping the following statement on the document before transfer. This document contains information **EXEMPT FROM MANDATORY DISCLOSURE UNDER THE FOIA**. Exemption(s) applies (apply). (Further distribution is prohibited without the approval of (enter OPR)).

Procedures for Releasing, Disseminating, and Transmitting FOUO Material:

FOUO information may be sent within DoD components and between officials of DoD components and authorized DoD contractors, consultants, and grantees to conduct official business for the DoD. Inform recipients of the status of such information, and send the material in a way that prevents unauthorized public disclosure. Make sure documents that transmit **FOUO** material call attention to any **FOUO** attachments. Normally, **FOUO** records may be sent over facsimile equipment. To preclude unauthorized disclosure, consider such factors as attaching special cover sheets, location of sending and receiving machines, and availability of authorized personnel to receive the **FOUO** information. **FOUO** information may be passed to officials in other departments and agencies of the executive and judicial branches to fulfill a government function. Mark the records "**FOR OFFICIAL USE ONLY**" and tell the recipient the information is exempt from public disclosure under the **FOIA** and if special handling instructions apply.

SENDING FOUO INFORMATION BY UNITED STATES POSTAL SERVICE

Send records containing **FOUO** information in a way that will not disclose their contents. When not mixed with classified information, individuals may send **FOUO** information by First Class Mail or Parcel Post. Bulky shipments, such as distribution of **FOUO** directives or testing materials, that otherwise qualify under postal regulations, may be sent by Fourth-Class Mail.

Electrically Transmitted Messages:

Mark each part of an electrically transmitted message that contains **FOUO** information. Unclassified messages containing **FOUO** information must show the abbreviation "**FOUO**" before the beginning of the text.

Safeguarding FOUO Information:

During Duty Hours. During normal duty hours, place **FOUO** records in an out-of-sight location, if the work area is open to non-government people.

During Non-duty Hours. At the close of business, store **FOUO** records to prevent unauthorized access. File such material with other unclassified records in unlocked files or desks, etc., when the Government or a Government contractor provides normal internal building security during non-duty hours. When there is no such internal security, locked buildings or rooms usually provide adequate after hour protection. If you desire additional protection, store **FOUO** material in locked containers, such as file cabinets, desks, or bookcases.

The Termination, Disposal, and Unauthorized Disclosure of FOUO:

Terminating FOUO Material. The originator or other component authority should remove **FOUO** markings or indicate on the document the markings no longer apply when circumstances show that the information no longer needs protection from public disclosure. When a record is no longer **FOUO**, tell all known holders, to the extent practical. Do not retrieve records in files or storage only for that purpose.

Disposing of FOUO Material. Destroy **FOUO** materials by shredding, in any type shredder, to preclude reconstruction.

Unauthorized Disclosure:

The unauthorized disclosure of **FOUO** records is not an unauthorized disclosure of classified information. However, Air Force and DoD contractor personnel have a duty to take reasonable actions to protect **FOUO** records under their control from unauthorized disclosure. Appropriate administrative actions should be taken to fix responsibility for such disclosures and

disciplinary action taken where appropriate. Unauthorized disclosure of **FOUO** information protected by the Privacy' Act (PA) may also result in civil or criminal sanctions against individuals or against the Air Force. Tell the originating organization about an unauthorized disclosure of its records.

Unclassified Controlled Nuclear Information (UCNI):

UCNI is sensitive unclassified information subject to special handling as outlined in DoD Directive 5210.83. The likelihood of your company coming in contact with **UCNI** is remote. However, if the situation does arise, employees will protect the information in the same manner as **FOUO** information, contact the company Security Office who, in turn, will obtain guidance from its cognizant Security Office (30 SPS/SPAI).

Reference Block: 11c: EMSEC

Use of UHF/HF radios, cellular telephones, pages, or other types of resting frequency transmitters is not allowed in a classified processing facilities or areas unless approved by the **EMSEC** Manager.

MS MARCIE STEVENS, GS-11
SMC Base EMSEC Manager
(310) 363-0938, DSN: 833-0938
SMC 61 CS/SCBS

"OTHER REQUIREMENTS"

Reference Block: 11L

Program Protection, Systems Security Engineering and Product Security

The contractor shall protect classified national security information, special access and unclassified controlled information, technologies and critical systems as prescribed in Space Systems Protect Guides established under DoD 3500.2; as well as traditional Security Classification Guides applicable to Non-DoD Space Programs.

OPSEC

Applicable Block: 11j

The contractor will accomplish the following minimum' requirements in support of the User Agency Operations Security (OPSEC) Program.

Document items of critical information applicable to its operations. Items of critical information are those facts, which individually, or in the aggregate, reveal sensitive details about the contractor's security operations, and thus require protection from adversarial collection or exploitation.

Include **OPSEC** as a part of its ongoing security awareness program conducted in accordance with Chapter 3, Section 1, of the National Industrial Security Operating Manual.

Be responsive to the User Agency **OPSEC** Manager (HQ SMC/AXPO) on a non--interference basis.

Protect sensitive unclassified information and activities, which could compromise classified information or operations, or degrade the planning and execution of military operations performed by the contractor in support of the mission. Sensitive unclassified information is that Information marked **FOR OFFICIAL USE ONLY**, Privacy Act Of 1974, **COMPANY PROPRIETARY**, and as identified by the Air Force Program Office and the HQ SMC/AXPI **OPSEC** Manager.

ADDITIONAL SECURITY REQUIREMENTS/INSPECTIONS

VI. Reference Block: 14

1. The Assistant Chief of staff for Intelligence, USAF, has exclusive security responsibility for all SCI classified material developed or released under this contract. DIAM 50-5, DoDS-5105. 21-M-1 and USAF Intel 201 series regulations provide necessary guidance for physical, personnel and information security measures that are apart of the security requirements for this contract. The SCIFs at SMC will perform SCI contractual requirements.

2. Access to Intelligence Information. The contractor will require access to other classified intelligence information. The following requirements apply:

a. The **Contractor** is authorized access to classified intelligence information. The most restrictive control marking on the intelligence will ordinarily be: with the approval of the Air Force Assistant Chief of Staff, Intelligence (ACS/I), may include intelligence marked:

"DISSEMINATION AND EXTRACTION OF INFORMATION CONTROLLED BY ORIGINATOR (ORCON), AND CAUTION PROPRIETARY INFORMATION INVOLVED (PROPIN).

b. The **Contractor** will comply with the special handling and dissemination requirements specified in the **NISPOM** and the Director of Central Intelligence Directive (DCID)1/7.

c. The **Contractor** is hereby granted permission to reproduce, extract, distribute (limited to specified Air Force agencies and approved contractor), and destroy or retain the intelligence as required in support of our contract.

d. Intelligence material that, in the judgment of the Space and Missile System Center Senior Intelligence Officer, should not be handled in this manner and will be so identified in writing at

the time of release of the material to the **Contractor** and procedures for handling and dissemination of that intelligence shall be addressed on an ad hoc basis.

INSPECTIONS

VII. Reference Block 15: DEFENSE SECURITY SERVICE (DSS)

The Defense Security Service is relieved of security inspection responsibility for all SAR, SCI material, and information released to the contractor under this contract. SMC/AXP is responsible for security oversight for all SAR information or material.